

CITY OF RALEIGH CHECKLIST FOR PLAT RECORDING

PLEASE ENSURE THAT THE FOLLOWING ARE PROPERLY SHOWN ON THE PLAT OR ARE ADEQUATELY DEALT WITH BEFORE YOU SUBMIT. IF YOU DO NOT COMPLETE ALL THE ITEMS AND ATTACH THE CHECKLIST TO YOUR PLAT WHEN SUBMITTED, YOUR REVIEW TIME WILL BE LONGER THAN NECESSARY!

For all Recombinations, Exempt Subdivision, Easements, please check off the following:

- ☐ 8 PAPER COPIES submitted for first review (It's hard to write addresses on mylars!)
- ☐ RECORDING PHASE must match construction drawing phase.
- ☐ Plat meets all ZONING CONDITIONS when in conditional use zoning district.
- ☐ STREET NAMES on plat and spelled correctly.
- ☐ PINS on plat and correct for the parent parcel(s).
- ☐ SITE DATA (summary information) table on plat (see City Code section 10-3017).
- ☐ ZONING on plat and correct (PLEASE check it FIRST).
- ☐ EXISTING ADDRESSES on plat for existing lots
- ☐ SURVEYOR'S SEAL AND GS 47-30 CERTIFICATION shown and correct.
- ☐ NEUSE BUFFERS shown.
- ☐ DEED AND PLAT REFERENCES shown on plat.
- ☐ OWNER(S)' NAME(S) on plat.
- ☐ CORRECT OWNER'S STATEMENT used (see City Code section 10-3017).
- ☐ TITLE of the plat correctly indicates the purpose of the recording (subd. recomb...)
- ☐ EASEMENTS correctly labeled.
- ☐ SLOPE EASEMENTS shown.
- ☐ VICINITY MAP correct and LEGIBLE!
- ☐ FLOODWAY AND 100-YEAR FLOOD FRINGE shown on plat.
- ☐ OLD PROPERTY LINES shown on plat.
- ☐ ALL EXISTING STRUCTURES shown on plat.
- ☐ EXISTING OR PROPOSED RIGHTS-OF-WAY correct, dimensioned and labeled.
- ☐ GREENWAY shown with metes and bounds descriptions and total square feet.
- ☐ RESOLUTION #'S FOR SANITARY SEWER AND STREET CLOSINGS noted.
- ☐ A COPY OF THE TREE CONSERVATION AREA PERMIT BE SUBMITTED WITH PLAT *(**UPDATED**

7/12/06)* NOTE*: W-A-R-N-I-N-G - IF A COPY IS NOT STAPLED TO YOUR SUBMITTALS, YOUR PLAN WILL NOT BE PROCESSED FOR CIRCULATION & REVIEW!!! DO NOT SUBMIT!!!

For Subdivision / Site Plan Plats only....

- ☐ **NEW** A COPY OF THE TREE CONSERVATION AREA PERMIT BE SUBMITTED WITH PLAT
- ☐ PLAT MATCHES PRELIMINARY SUBDIVISION OR SITE PLAN (no "minor" revisions).
- ☐ CONSTRUCTION PLANS approved for public improvements (Answer must be YES!)
- ☐ NEW STREET NAMES approved BEFORE submittal.
- ☐ CORRECT SETBACKS for the zoning district (See 10-2075, 10-2101).
- ☐ OPEN SPACE shown and correctly labeled. ALL CLUSTERS have open space!
- ☐ PRELIMINARY SUBDIVISION is approved (Answer must be YES!)
- ☐ ALL CONDITIONS OF APPROVAL of preliminary subdivision / site plan satisfied.
- ☐ ANY REQUIRED NOTES from preliminary approval shown on plat.
- ☐ SUBDIVISION / SITE PLAN CASE NUMBER shown on plat.

APPLICANT SIGNATURE: _____

Date: _____

7/12/06